



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 1.4

Subject: Incident Reporting

Supersedes: DCS 1.4, 11/01/01

Local Policy: No

Local Procedures: No

Training Required: Yes

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 04/01/97

Revision date: 06/01/05

Application

To All Department Of Children Services Employees, Youth Development Center Employees, DCS Group Home Employees and Contract Provider Services Employees

Authority: TCA 37-5-106; 37-5-112

Policy

Significant incidents occurring within the jurisdiction of the Department of Children's Services shall be reported to the Commissioner or designee.

Procedures

A. Incident Reporting Manual

1. Development

The *Incident Reporting Manual* shall be maintained as a guideline for reporting significant incidents that occur within DCS Youth Development Centers, DCS Group Homes, Foster Care Services, Child Protective Services and Contract Provider Agencies.

2. Distribution and Application

The *Incident Reporting Manual* must be made available and distributed to all DCS Youth Development Centers, DCS Group Homes, Foster Care Services, Child Protective Services, Special Investigation Unit and Contract Agency employees with direct contact with children/youth and applicable procedures must be followed as outlined within.

3. Training

- a) Training on the use of the manual and incident reporting procedures must be included in new employees training for all employees with direct contact with children/youth.
- b) The YDC Superintendent or DCS Group Home Supervisors or designees must ensure that training is provided for all employees with direct contact with children/youth on the *Critical Incident Reporting Web Application* and documented as appropriate.

4. Review

- a) It shall be the responsibility of the Executive Director of Juvenile Justice and the Director DCS Group Homes or designees to ensure that the [*Incident Reporting Manual –Part 2- Youth Development Centers and DCS Group Homes*](#) is reviewed and updated as necessary at least annually.
- b) It shall be the responsibility of the Executive Director of Child Well Being/designee to ensure that the [*Incident Reporting Manual –Part 3- Department of Children’s Services Foster Care Services, Child Protective Services and Contract Provider Agencies*](#) is reviewed and updated as needed at least annually.

B. Critical Incident Reporting Application

For DCS Youth Development Centers and Group Homes, incident reports shall be documented in the *Critical Incident Reporting Web Application* on the DCS Intranet.

Forms

| | |
|---------|--|
| CS-0495 | Monthly Summary of Incidents |
| CS-0496 | Serious Incident Report for DCS Contract Agencies and DCS Foster Homes |

(The forms listed below will remain in DCS forms on the DCS Intranet for use in the event the *Critical Incident Reporting Web Application* is unusable)

| | |
|----------|--------------------------|
| CS-0296 | Notice of Apprehension |
| CS-0311 | DCS Incident Report |
| CS-0311A | Incident Report Addendum |

Collateral Documents

[*Incident Reporting Manual: Part 2 - Youth Development Centers and DCS Group Homes; Part 3 - Department of Children’s Services Foster Care, Child Protective Services and Contract Agencies*](#)

Standards

ACA 3-JTS-3A-18

ACA 3-JCRF-3A-02

DCS Practice Model Standard – 2-403

DCS Practice Model Standard – 7-206A

DCS Practice Model Standard – 8-306

Glossary

| <i>Term</i> | <i>Definition</i> |
|--|--|
| <i>Critical Incident Reporting Web Application:</i> | An electronic Web application on the DCS Intranet that collects data relating to <i>Type A</i> and <i>Type B</i> incidents occurring at Youth Development Centers and DCS Group Homes. |